



CITY OF DALLAS
Urban Renewal Advisory Committee
Dallas City Hall
187 SE Court Street, Dallas, Oregon 97338
Tuesday, January 6, 2015 – 5:30 p.m.

MINUTES - DRAFT

Members Present: Chair Rich Rohde, Bob Brixius, Jim Fairchild, Ken Jacroux, David Shein and LaVonne Wilson

Absent: Nancy Adams, Brian Dalton, Joe Koubek

Staff: Community Development Director Jason Locke, Planner Suzanne Dufner

Guests: Sue Rohde

CALL TO ORDER

Chair Rich Rohde called the meeting to order at 5:32 p.m.

APPROVAL OF MINUTES

The minutes of the October 7, 2014 meeting were presented and approved.

PUBLIC COMMENTS

There were none.

ELECTION OF OFFICERS

A motion was made and unanimously approved to elect Rich Rohde as the Chair of URDAC for the coming year. A second motion was made and unanimously approved to elect Bob Brixius as Vice-Chair of URDAC for 2015.

OLD BUSINESS

Jason Locke provided an update on the Mill Street sidewalk project. The design is almost complete, and staff anticipates going out to bid in the beginning of March, with construction starting in April, weather permitting. Regarding the sidewalk improvement project on Court Street from the IO building to Main Street, Mr. Locke reported that staff is working with the State Urban Forester on how to retain the two maple trees in front of the IO building. Staff is working with the Chamber on the Courthouse lawn power project and anticipates work will be done prior to Summerfest this year. The project will improve the safety and appearance of the current power outlet.

Mr. Locke is working with City staff on the layout of the information kiosk sign planned for Courthouse Square this spring. The URA budget is on track so far this year. Once the bids come back for improvements planned for this spring, staff will know if there's funding available for more projects.

A question was raised regarding stormwater runoff issues in front of the World Gym building. Mr. Locke commented that staff is aware of the issue and has plans to fix the existing pipe system subject to receiving permission from the property owner. Public Works staff will also be testing out a new maintenance procedure for the bioswells that will remove debris without damaging them.

32 A question was raised regarding the cost of the Courthouse Square electrical system update. Mr. Locke
33 replied the project is estimated to cost around \$4,000 to \$5,000. The Chamber agreed to pay for \$1,000
34 of the project. City staff will be contacting local firms to secure separate bids for the project.

35 A question was raised regarding how much the preservation of the trees in front of the IO building
36 would increase the cost of the project. Mr. Locke replied that it should be less than the cost of removing
37 and replanting the trees.

38 An additional question was raised regarding whether the sidewalk improvements on the west side of
39 Court Street would have to wait until 2016. Mr. Locke replied that staff would keep the Committee
40 posted on the actual time frame.

41 Mr. Locke provided an update on the old Armory building site. Staff met with the Oregon Military
42 Department recently to discuss a draft sales agreement. The sales agreement is needed to ensure both
43 parties understand what their financial responsibilities are, how the site will be cleaned up, and when
44 the letter of No Further Action (NFA) will be issued. The NFA letter will not be issued for at least 18
45 months. Mr. Locke indicated that the URA can start working with an architect to begin planning for the
46 site next fiscal year. Chair Rohde encouraged Committee members to share ideas of what they'd like to
47 see on the site. A question was raised regarding recent testing that was being done on the site. Mr.
48 Locke replied this testing was being done as part of the monitoring of the site.

49 Suzanne Dufner provided an update on the Urban Renewal Façade Improvement Grant Program. The
50 Urban Renewal Agency approved an increase in the amount of the grant award from \$4,000 to \$10,000.
51 Since that time Ms. Dufner reported City staff updated the grant application form, developed a flyer that
52 was handed out at the meeting, mailed a copy of the flyer and grant application to downtown business
53 owners and property owners in the 500-900 blocks of Main Street. Flyers were also distributed with the
54 Chamber of Commerce, at various civic meetings and announcements were posted on the City's
55 Facebook and Twitter accounts. Ms. Dufner reported that so far a half dozen properties have contacted
56 City staff for more information about the grant. Some of the inquiries were from businesses outside of
57 the 500-900 block of Main Street, but several of them were from eligible properties that are interested
58 in applying.

59 The first application was submitted for the Locksmith Building just before the end of the year to repaint
60 the building, replace windows and do some repair work to the awning. Staff will be reviewing the
61 application and if everything meets the grant criteria enter into an agreement with the property owner.
62 Staff is encouraging potential applicants to get their applications in as soon as possible since the
63 increased award amount means there are fewer grants that will be made and applications will be
64 reviewed on a first come, first serve basis. Mr. Locke reported that after the Locksmith building, there
65 would be approximately \$16,000 left this fiscal year. The Committee discussed the importance of
66 ensuring the first grant application goes smoothly to serve as a catalyst that would encourage other
67 property owners to apply. The Committee also discussed the potential of making additional funds
68 available if there is interest from other property owners.

70 **NEW BUSINESS**

71 Chair Rohde indicated that he attends the Dallas Downtown Association (DDA) meetings and suggested
72 the Urban Renewal Advisory Committee become a member of the DDA, which would provide the DDA
73 one vote on Board activities. There is a \$100 annual fee for the membership. A question was raised
74 regarding when the next DDA meeting is. Chair Rohde indicated next Thursday evening at Pressed. The
75 Committee discussed who should be the representative for URDAC at the DDA meetings and agreed that
76 Chair Rohde should continue to fill this role.

77 **MEMBER COMMENTS**

78 Ken Jacroux asked about the status of the Main Street banner poles. Mr. Locke reported there does not
79 appear to be any companies that manufacturer poles specifically for this use. Lighting poles don't
80 appear to be a viable option because manufacturers are not able to certify the poles can be used for this
81 purpose due to the wind loads once the banners are added to the poles. Chair Rohde suggested
82 contacting the banner company in Portland to see if they have any recommendations and possibly
83 exploring different types of banner materials. A question was raised regarding what clearance ODOT
84 requires below the banner. Mr. Locke stated ODOT requires 16 feet.

85 There were no additional member comments.

86 **STAFF COMMENTS**

87 There were no additional staff comments.

88 **OTHER BUSINESS**

89 There was no additional business.

90 The meeting adjourned from City Hall at 6:13 p.m.